

AUTO LICENSE # _____



PARKING SPACE # _____

VISITOR REGISTRATION

(please print)

NAME _____

TITLE _____ CITIZEN OF _____

(citizenship required)

COMPANY _____

ADDRESS _____

City

State

TO SEE _____

As a Visitor, I understand:

1. Identification badges issued by Battelle are to be prominently displayed. I will be escorted at all times.
2. All persons entering or exiting Battelle premises may be subject, upon request, to inspection of all personal effects by an authorized Battelle representative.
3. Any and all types of photographic, video and audio recording and transmitting equipment are prohibited on Battelle premises without prior approval. Battelle does not assume any responsibility for damage to or loss of any property brought onto Battelle premises by Visitor.

I am carrying electronic equipment (photographic, cell phone camera, video/audio recording, transmitting, computers) onto Battelle premises:
(If yes, complete back of form.)

☐ Yes ☐ No

4. Any and all types of weapons, explosives, and ammunition are prohibited on Battelle premises without approval by Security Operations.

I am carrying weapons, explosives, or ammunition onto Battelle premises:
(If yes, complete back of form.)

☐ Yes ☐ No

5. Smoking is permitted in designated outdoor areas only. Alcohol and illegal drugs/substances are prohibited on Battelle premises.
6. Visitor agrees to keep confidential any information obtained from Battelle and to return to Battelle all records, documents, and other information furnished by Battelle as a result of activities conducted hereunder.
7. Visitor agrees to release and hold harmless Battelle from all liability, damages, claims, suits or other consequences due to personal injury and/or property damage arising out of Visitor's activities on Battelle premises except to the extent that such personal injury and/or property damage is caused by the sole negligence or willful misconduct of Battelle.
8. By signing, Visitor agrees to comply with all regulations listed above, applicable rules and regulations of Battelle, and all applicable Federal, state, and local laws and regulations.

Signature: _____

OFFICE USE ONLY: DATE _____ TIME IN _____ A.M. P.M. BY _____

Approval to Bring Electronic Equipment onto Battelle Premises

Equipment Type(s): Photographic _____ Video/Audio Recording _____ Computer _____
 Transmitting Equipment _____ Cell Phone Camera _____ Other _____

Purpose and Intended Use of Equipment: _____

If a Connection to Visitor Internet Access Point is Needed:

Connection of Visitor's computers to the Battelle network is prohibited. Visitors to Battelle offices are **NOT** permitted to connect laptops, personal computers, or other devices to Battelle's Local Area Network (LAN). Visitors may **ONLY** connect to authorized Visitor Internet Access Points (VIPs) strategically located throughout Battelle for high speed Internet access for presentations, software demonstrations to Battelle staff, maintaining contact with the home office, etc. A list of VIPs is available in the main lobby.

Purpose and Intended Use of Connection: _____

I agree to abide by the above policy. _____

(Visitor Signature)

Staff Escort

In order to protect the proprietary nature of sponsored research projects and other contractual obligations, I confirm that the visitor will be escorted by me at all times. I agree to use only the most direct route to and from authorized access areas and not to enter any buildings, offices, laboratories, or other areas without approval. I will personally supervise any photographic, video, and audio recording and transmitting equipment including computers and any photographs taken by said visitor while on Battelle premises. I understand that visitors to Battelle offices are **NOT** permitted to connect laptops, personal computers, or other devices to Battelle's Local Area Network (LAN). Visitors may **ONLY** connect to authorized Visitor Internet Access Points (VIPs).

Staff Escort Name _____

I agree to abide by the above policy: _____

(Staff Escort Signature)

Approval to Bring Weapons, Explosives, and Ammunition onto Battelle Premises

Nature of duties requiring use/possession of weapons, explosives, and/or ammunition: _____

Staff Escort

In order to protect the proprietary nature of sponsored research projects and other contractual obligations, I confirm that the visitor will be escorted by me at all times. I agree to use only the most direct route to and from authorized access areas and not to enter any buildings, offices, laboratories, or other areas without approval.

Staff Escort Name _____

I agree to abide by the above policy: _____

(Staff Escort Signature)